

Instructions for Completing the Credit Form for Out of Stock Sale Items

1. Enter your store number in the space labeled "Store Number".
2. Enter the name of your town in the space labeled "City".
3. Enter the date you are submitting the form in the space labeled "Date".
4. Enter your name in space labeled "Agent".
5. Enter the date the product was ordered on sale and not received in the column labeled "Date Ordered."
6. Enter the invoice number the product was ordered on, when it was on sale, and not received in the column labeled "Invoice# Ordered On".
7. Enter the invoice number the product was received on following the sale in the column labeled "Invoice# Received On".
8. Enter the entire code number (11 digits) in the column labeled "NABCA Number".
9. Enter the quantity ordered on your last pick-date of the month the product was on sale and not received when it was on sale in the column labeled "# Of Cases Ordered".
10. Enter the quantity received following the sale in the column labeled "# Of Cases Received".
11. Enter the regular posted price of the product for the month you receive the product in the column labeled "Regular Price."
12. Enter the sale price of the product for month it was on sale but not received in the column labeled "Sale Price."
- 13. Repeat steps 5 through 13 for Bottle credit.**
14. Email, fax or mail the form to the Liquor Control Division office in Helena.

When the credit has been processed for the difference between the sale price and regular posted price, less your commission rate and weighted average discount, you will receive a printout verifying the credit was processed. Your account receivable will also be adjusted to reflect the credit.

The purpose of this procedure is to allow agents to receive an adjustment for a product that was ordered during the month it was on sale, but not received because the product was out of stock in the warehouse during the sale period. If the inventory level in the warehouse of monthly sale items is not sufficient to meet the order demand due to reasons beyond the department's control, for example the product has been discontinued, your request will be denied.

The request for an adjustment will be honored for quantity ordered on your last pick date of the month that the product was on sale. This allows you every week during that month to order the product on sale and the opportunity to receive it. The warehouse receives replenishing shipments throughout the month. If, on your last pick date, you do not receive the product you may request an adjustment for the quantity you ordered on your last order for the month. Authorization for an adjustment will only be granted for the quantity you ordered at the sale price. For example, if you ordered ten cases on your last order for the month and request an adjustment for 12 cases, you will only receive an adjustment for the ten cases you originally ordered.

Please submit the completed "Liquor Credit Form For Out of Stock Sale Items" requesting the adjustment immediately following the month the product was on sale.

If you have questions with this procedure or need help completing the form, you may call the Liquor Control Division at (800) 332-6135.